AF FORM 1218

(Request for Communications Services)

OVERVIEW

- Preparation of AF Form 1218
- Exercises

HOW TO PREPARE AN AF FORM 1218 (Request For Communications Service)

- **DATE:** Date prepared.

- **REQUEST NO:** A 14 digit number with the first six (6) digits being the SRAN, an Alpha and Numeric identifier for base and unit; the seventh (7) digit represents the current calendar year; the eighth (8) through tenth (10) digits are the Julian date; the eleventh (11) and twelfth (12) digits are the current request number: and the thirteenth (13) and fourteenth (14) digits should be “00”. For example, the location SRAN is FY1060; the date is 30 June 2002; this is the first request processed on this date. The correct Request No would be: FY106021810100.

HOW TO PREPARE AN AF FORM 1218 (Request For Communications Service)

- **TO:** 38 EIG/PKK, 4001 HILLTOP ROAD, TINKER AFB OK 73145-2713, through your appropriate MAJCOM.

- **FROM:** Base level activity requesting the service, including POC name and telephone number. NOTE: Please include DSN and commercial phone number and e-mail address for POC. Use Block 11 if it will not fit in this block.

- **Block 1: SERVICE BY:** Name, address and telephone number of servicing commercial telephone company.

AF FORM 1218 (Cont):

- **Block 2: TYPE ACTION:** Requested type of action (i.e., “New” to establish a new CSA; “Renewal” to replace an expiring CSA; “Change” to modify an existing CSA.)

- **Block 3: DCA/CSA REF NO:** Contract number for existing CSA (blank if a new CSA).

- **Block 4: TELEPHONE/BILL NO:** The telephone or account number from the commercial telephone invoice or left blank for new service.

AF Form 1218 (Cont):

- **Block 5: LOCATION OF SERVICES:** Exact location where service is to be provided.

- **Block 6: DATE SERVICES REQUESTED OF EFFECTIVE DATE:** Date service is required.

- **Block 7: FUNDS CERTIFICATION:** Fund cite(s) associated with payment of services. If multiple funds cites are used, all funds cites must be shown in this block.

AF Form 1218 (Cont):

- **Block 8: SERVICES REQUESTED:**
  - **A. ITEM:** The associated line item(s) on the existing CSA (left blank for new CSA items).
  - **B. DESCRIPTION:** Nomenclature used by the telephone company to describe the service.
  - **C. USOC:** Identify Uniform Service Ordering Code associated with the nomenclature.
  - **D. NUMBER:** The quantity of items requested. If deleting item(s), precede with (-) minus sign.
  - **E. NON-RECURRING CHARGE:** Any installation or one time charge associated with the item.

AF Form 1218 (Cont):

- **Block 8: SERVICES REQUESTED:**
  - **F. RECURRING CHARGE - PER UNIT:** The monthly unit price of each item.
  - **G. RECURRING CHARGE - TOTAL:** Quantity (8D) times the unit price (8F).
  - **H. NEW/RENEWAL CSAs:** Refer to Government Estimate provided for concurrence. Identify prices from the Government Estimate for the current year only. This may be pro-rated further to the number of months remaining in the fiscal year after the new award will become effective.

AF Form 1218 (Cont):

- **Block 9: AVAILABILITY OF SYSTEM FACILITIES/ SUPPORTING STRUCTURES:** Check the “existing” box when all required facilities are in place. Check the “programmed” box when allied support or some other additional action is required to facilitate the service(s) installation.

- **Block 10: DATE AVAILABLE:** Date facilities will be available for service(s) installation (if “programmed” box is marked).

AF Form 1218 (Cont):

- **Block 11: JUSTIFICATION AND REMARKS:** This block should identify all supporting source documentation. Provide a brief description, explanation or justification of why the service is required. You may also include POCs phone number or e-mail address here.

- **Type Name, Grade, Phone No. and Title of Requesting Officer:** This will be the Base Communications system staff officer, Local Communications Unit Commander, or designated Telecommunications control officer authorized to request these services.

AF Form 1218 (Cont):

- **Block 12: COORDINATION SECTION:** This block contains the office symbols and signatures of those with financial and planning involvement. Examples would be the Unit financial advisor, Civil Engineering, Plans and Implementation.

- **Block 13: SUBMIT BILLS TO:** This is the billing address (usually the local Communications unit resource office). Funds certification signature is required by an individual with the authority to approve funds (unit resource advisor).

AF Form 1218 (Cont):

- **Block 14: DISBURSING OFFICE:** Defense Finance & Accounting System (DFAS) payment office name and address.

- **Block 15: APPROVING AGENCY'S COMMENTS:** This section is to be accomplished by your respective MAJCOM. The "TO" block with be 38 EIG/PKK. The "FROM" block will be the MAJCOM. The MAJCOM is required to check the approved or disapproved box, date and sign and forward to 38 EIG/PKK. The "REMARKS" block provides any other information provided by the MAJCOM.

EXERCISE!!

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EXERCISE # 1:

Prepare an AF Form 1218 for the actual reaward of your CSA. This AF Form 1218 will cover services for the 1st year of the CSA. The following information is provided:

- **Cutover Costs: $ 5,000.00 ***
- **Non-Recurring Charges: $ 2,455.00**
- **Recurring Charges: $80,234.00**
- **Taxes and Surcharges: $29,371.00 ***

*** Note: These costs may or may not**

EXERCISE # 2:

Prepare an AF Form 1218 to make changes including increases, additions and deletions to your CSA. The following information is provided:

• A new office has opened up and a phone line must be installed as follows:

Description	USOC	COST
Full Business Line	1FB	1 Ea @ $37.00 *
Touchtone Service	TTB	1 Ea @ $3.50
End User Access Charge	9ZR	1 Ea @ $5.20

EXERCISE # 2 (Cont):

- **SLIN 0004AA (Channel Mileage - USOC 1LPAY) is being deleted from the CSA. The quantity on this SLIN is 10 Each @ $11.00.**

- **SLIN 0005AA (DID Numbers-Blocks of 100 Each - USOC ND9) is changed from $20.00 each to $25.00 each. The quantity is also being increased from 35 each to 39 each.**

- **SLIN 0008AC (Channel Termination - USOC YCHTA) is being changed from 4 each to 5 each.**

- **SLIN 0012 (Service Connection Charges . . .) yearly non-recurring charge is being changed from $1000.00/yr to $1500.00/yr**

38th Engineering Installation Grou